

## REQUEST FOR PRE-APPLICATION CONFERENCE

Note: Development Services general email, [dspermits@maricopa-az.gov](mailto:dspermits@maricopa-az.gov)

Project Name: \_\_\_\_\_

### SECTION I: APPLICANT & PRIMARY CONTACT INFORMATION

**Applicant Name:** \_\_\_\_\_

Affiliation with the Project: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Primary Contact Name:** \_\_\_\_\_

Affiliation with project: \_\_\_\_\_ Project Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### SECTION II: PROPERTY INFORMATION

Name of Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address of Subject Property: \_\_\_\_\_

General Location and Assessor's Parcel Number: \_\_\_\_\_

Existing Zoning: \_\_\_\_\_

Description of proposal or proposed land use: \_\_\_\_\_

### SECTION III: SUBMITTAL REQUIREMENTS

Office Check-in Use Only	Applicant Checklist
<input type="checkbox"/>	<input type="checkbox"/> Project narrative (scope of work proposed)
<input type="checkbox"/>	<input type="checkbox"/> Please provide two (2) 24" x 36" copies of a "Sketch Plan" including the following information: <ul style="list-style-type: none"> <li>• Proposed building with dimension</li> <li>• Access points</li> <li>• Parking area</li> <li>• Retention area</li> <li>• Landscape area</li> <li>• Location of all public arterial and collector streets</li> <li>• Acreage and land uses of all parcels</li> <li>• Table of land use data including: gross and net acres; percent of open space, parking, and tentative lot sizes (if applicable)</li> <li>• Location/vicinity map and north arrow</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/> F.E.M.A. information (if applicable)
<input type="checkbox"/>	<input type="checkbox"/> Tentative proposals regarding water supply, sewage disposal and surface drainage
<input type="checkbox"/>	<input type="checkbox"/> If possible, provide an electronic (PDF) copy of submittal on CD or USB drive
<input type="checkbox"/>	<input type="checkbox"/> <b>Fees: \$300.00</b>

This process is explained in the Zoning Code (adopted Nov. 5, 2014) as a Preliminary Review Process in §502.03.

I have read this Request for a Pre-Application Conference Application and understand that if my application is not complete in all respects it will not be processed until such time as it is complete. I also understand that it may take up to four weeks to receive a response to this application and possibly up to seven weeks before a meeting is scheduled.

Signature of Applicant	Print Name	Date
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Signature of Property Owner	Print Name	Date
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**\*If more than one owner, attach additional sheet with names, addresses and signatures**

**OFFICE USE ONLY**

Case #: \_\_\_\_\_ Fees: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Date of Submittal: \_\_\_\_\_ Accepted by: \_\_\_\_\_

Date of Pre-Application Conference: \_\_\_\_\_

People Present at Meeting: \_\_\_\_\_

\_\_\_\_\_

Staff Comments: \_\_\_\_\_

\_\_\_\_\_

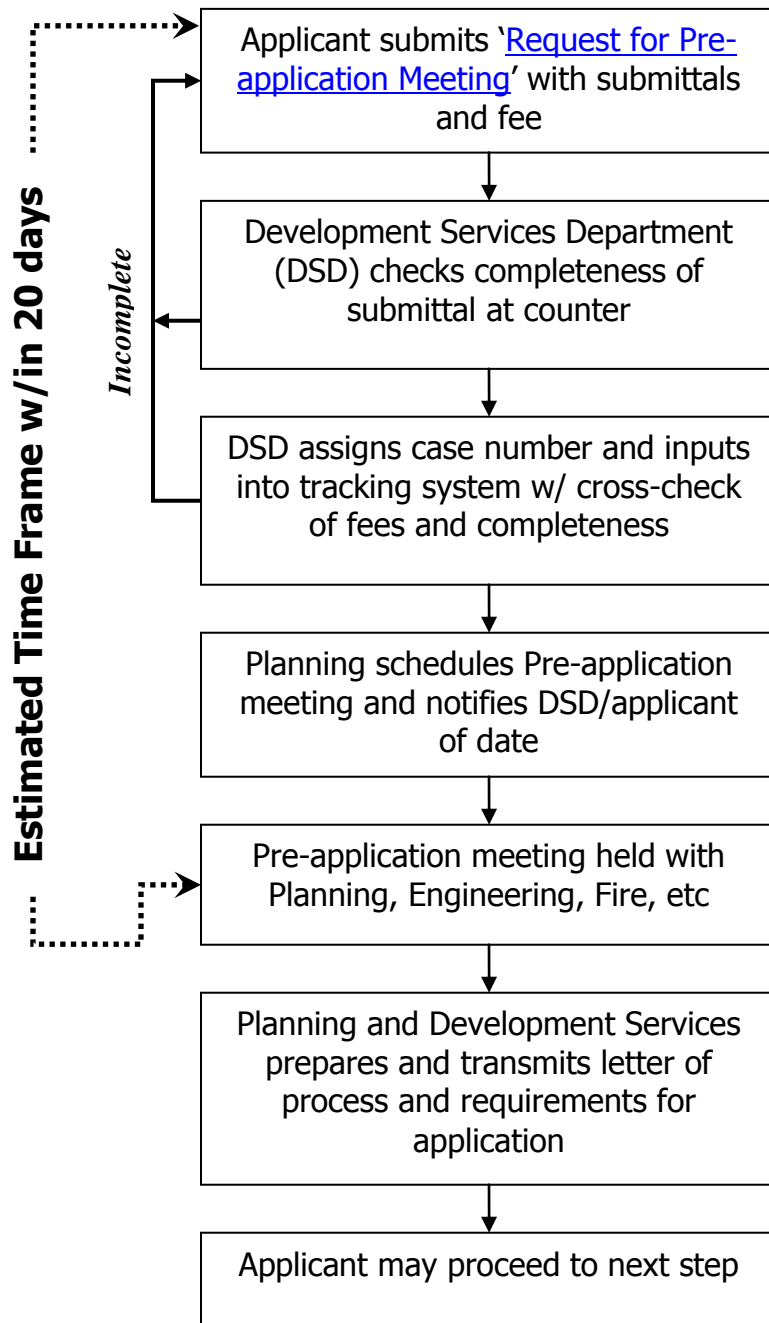
\_\_\_\_\_

\_\_\_\_\_

Tentative Timeframes for Planning Process: \_\_\_\_\_

\_\_\_\_\_

**CITY OF MARICOPA**  
**PRE-APPLICATION MEETING**  
**Staff Review**



**Submittals**

- 1 - [Request](#)
- Project Narrative
- 2 - Sketch Plan (See Application for sketch plan requirements)
- 3 – 24" x 36" Scaled Site Plans (+PDF)
- Fee – \$300